

## ACCOUNT CLERK I

### DEFINITION

Under supervision, to perform clerical work of moderate difficulty pertaining to the maintenance of fiscal records; and to do related work as required.

### EXAMPLES OF DUTIES

Functions assigned may include all or some of the following: maintain files, make copies, open and distribute mail; assemble prepared warrants and assemble proper paperwork for accounts payable and accounts receivable documents; collect fees and prepare deposits, verify that monies received match documentation; perform routine clerical functions of related job area; assist and perform specific assignments and do related work as required.

### QUALIFICATIONS

#### Knowledge of

Basic methods, practices and terminology in financial record keeping; correct English grammar, spelling and punctuation; modern office methods, procedures and practices and office automation.

#### Ability to

Perform clerical accounting work without continuous supervision; operate standard computer programs and perform related data entry; follow general office procedures and filing systems; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

#### Experience

One year clerical experience.

#### Education

Equivalent to the completion of the twelfth grade.

#### Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

#### Licenses

Possession of a valid and appropriate California Driver's License is required.

Board Approved: June 28, 1978

Revised: February 10, 1998, effective March 1, 1998

Revised: December 10, 2002, effective January 1, 2003

Revised: March 13, 2007, effective April 1, 2007